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SENIOR MEMBER TRAINING PROGRAM

SPECIALTY TRACK STUDY GUIDE

Safety Officer

FOREWORD

This guide will assist you in preparing to fulfill the duties and responsibilities of a Civil Air Patrol (CAP) safety officer. The contents are applicable to the safety officer at all CAP organization levels.

The material is divided into three sections related to attaining the technician, senior, and master ratings in this specialty area. Progressively mastering the material in each section will prepare you for positions of increasing responsibility. Study each part and practice applying the information to actual situations on the job. You may be fortunate enough to be assigned an on-the-job training (OJT) supervisor to assist you, but you should have no problem learning the job through self-study.

When you and your OJT supervisor, if applicable, are convinced that you are proficient in the tasks described for each section, consult your unit commander who must certify to your proficiency in your personnel records before award of a rating. Upon your commander's certification of a technician, senior, or master rating, you may wear the Leadership Ribbon with bronze or silver star, respectively. You also become eligible for consideration for promotion, depending on the rating earned and provided you meet all the promotion eligibility criteria outlined in CAPR 35-5.

SAFETY OFFICER TRAINING GUIDE**Technician Rating**

1. Position Description. Delegation of authority is essential in any well-managed organization, but the command responsibility for a safety program cannot be delegated. Therefore, the staff safety officer position has been established to assist the commander in developing and implementing the unit safety program.

2. Objective. To develop working knowledge of the CAP accident prevention program and procedures used in administration of the unit safety program.

3. Functions and Responsibilities:**a. Knowledge Requirements:**

- (1) Attain a broad understanding of the safety function.
- (2) Understand CAPRs 62-1 and 62-2
- (3) Understand CAPM 20-1, Organization of the Civil Air Patrol, as it relates to safety.

b. Performance Requirements:

- (1) Complete a one-year internship.
- (2) Complete Level I, Senior Member Training Program.

- (3) Display ability to perform assigned duties with minimum supervision.

- (4) Read appropriate directives.

- (5) Conduct six safety meetings for the unit (length of 10 to 20 minutes).

- (6) Direct a flight clinic or conduct a safety meeting at a flight clinic, wing conference or wing commander's call (length of 10 to 20 minutes).

c. Training Requirements:

- (1) Take related correspondence courses from USAF Extension Course Institute.

- (2) Begin a self-development program that includes general areas of safety and safety requirements.

- (3) Review safety bulletins and maintain dose liaison with the commander.

- (4) Complete ECI Course 02170, Civil Air Patrol Safety Officer Course.

d. Awarding of Badges. Completion of the above requirements earns the safety badge.

SAFETY OFFICER TRAINING GUIDE

Senior Rating

1. Position Description. Manages the safety program to include: plans, programs, and directives; coordinates with other staff agencies in the development of operating procedures to prevent accidents; collects data to determine effectiveness of the safety program; and ensures accidents are investigated and reported correctly and in a timely manner.

2. Objective. To attain thorough knowledge of the functions, procedures, and management principles of conducting the CAP safety program.

3. Functions and Responsibilities. Attainment of senior safety officer status requires thorough knowledge of the principles of accident prevention.

a. Knowledge Requirements:

- (1) Attain complete understanding of the safety function.
- (2) Be thoroughly familiar with CAP and related directives governing safety functions.
- (3) Must be thoroughly familiar with the region and wing safety policies.

b. Performance Requirements:

- (1) Complete Level II, Senior Member Training Program.
- (2) Be familiar with governing directives.
- (3) Display ability to perform assigned duties without supervision.
- (4) Serve three years as a safety officer or serve as safety officer or assistant at wing or region level for at least one year.

(5) Ensure required safety presentations are conducted.

(6) Ensure that procedures for proper reporting of accidents (CAP Form 78, Mishap Report Form; and CAP Form 79, CAP Mishap Investigation Form) are in effect

(7) Conduct required internal safety surveys.

(8) Disseminate accident prevention literature.

(9) Establish a safety hazard reporting program.

(10) Monitor currency of pilots who fly unit aircraft (FAA requirements, CAP annual standardization, etc.)

(11) Perform aircraft safety inspections to ensure aircraft are maintained in airworthy condition. Inspection should include an evaluation of how discrepancies are documented and corrected. Aircraft grounding and release of aircraft for flight procedures should also be evaluated.

(12) Maintain a roster of safety officers of subordinate units (next lower echelon if applicable).

c. Training Requirements:

(1) Enroll in the ECI course CDC 24150, Safety Specialists.

(2) Be familiar with and understand CAPRs 55-1, 60-1, 62-1, 66-1, 76-1, and 77-1.

(3) Be familiar with CAPR 50-15 and 50-16 and understand National Transportation Safety Board (NTSB) Title 49, Chapter VIII, Part 830.

d. Awarding of Badge. Completion of the above requirements earns the senior safety badge.

SAFETY OFFICER

Master Rating

1. Position Description. Serve as a staff safety officer or special advisor at any level of the CAP organization. Provides the commander, other staff officers, and subordinate safety officers with technical and non-technical assistance and guidance concerning CAP flight and ground accident prevention activities.

2. Objectives. To promote and develop thorough understanding of all facets of the CAP safety program as they pertain to all levels of the organization. To recognize and cope with potential/actual accident producing hazards within CAP. To develop and interpret the many and varied tasks the safety officer must complete.

3. Functions and Responsibilities. Member must have successfully completed training levels for technician and senior safety officer and must be totally knowledgeable of all facets of the safety program.

a. Knowledge Requirements. Award of the master safety officer rating requires knowledge and proficiency of the following listed subject matter. Such knowledge and proficiency may be derived from the study of reference material listed, educational institution courses, other courses as the member may select, or a combination thereof.

(1) General Safety - principles and philosophy of accident prevention.

(2) Safety Publications - locating desired information in technical, administrative, and applicable commercial/CAP reference publications.

(3) Supervision and Training - initiation of correspondence and SOPs concerning safety activities. The conduct of personnel safety training, and the maintenance of appropriate records.

(4) Electricity - general electrical principles and hazards.

(5) Environmental Health - identification and control of health hazards.

(6) Human Factors - human limitations; unsafe behavior as related to attitudes, personality, and motivation; relationship of supervision to accident prevention.

(7) Inspection/Survey of Areas and Activities for Safety Hazards - aircraft and flight line areas; recreation and encampment areas/activities.

(8) Motor Vehicle Safety - motor vehicle accident prevention program and the responsibilities of other staff agencies for vehicle accident prevention.

(9) Accident Investigation, Reporting, and Analysis -reporting requirements; purpose of and procedures for accident investigations; preparation of forms and reports.

(10) Preparation, Review and Dissemination of Safety Materials -determination of the need for use of educational and promotional materials.

(11) Coordinate and Maintain Liaison with federal, state, and local agencies:

(a) Federal Aviation Administration (FAA); local Flight Standards District Office (FSDO); local FAA Accident

Prevention Program Manager (APPM).

(b) State aeronautical office.

(c) State and local law enforcement agencies.

(d) Local safety organizations and civic groups.

b. Performance Requirements:

(1) Complete Level III, Senior Member Training Program.

(2) Display complete ability to perform assigned duties in a competent manner, without direct supervision, under all conditions.

(3) Be totally conversant with directives governing the program.

(4) Five years experience or serve as FAA APC for at least one year after achieving senior rating, or

(5) Be recognized as an accredited safety professional by appropriate agencies.

c. Training Requirements:

(1) Complete safety training course or seminars sponsored by National Headquarters or conducted in conjunction with the National Transportation Safety Board or the Federal Aviation Administration.

(2) Read the following books:

(a) Industrial Accident Prevention by Heinrich.

(b) Accident Prevention Manual for Industrial Operations by National Safety Council.

(3) Read the following FAA advisory circulars and manuals:

(a) 00-2, Advisory Circular Checklist.

(b) 20-34, Prevention of Retractable Landing Gear Failure.

(c) 20-35, Tie Down Sense.

(d) 90-23, Wake Turbulence.

(e) 61-91, Pilot Proficiency Award Program.

(f) 90-48, Pilots Role in Collision Avoidance.

(g) FAA Airman's Information Manual, Basic Flight Manual and ATC Procedures.

(4) Thoroughly understand the following CAP Publications:

(a) CAPR 62-1, CAP Safety Responsibilities and Procedures.

(b) CAPR 62-2, Mishap Reporting and Investigation.

(c) CAPR 60-1, CAP Flight Management.

(d) CAP Forms:

1 Form 78, Mishap Report Form.

2 Form 79, CAP Mishap Investigation Form.

(e) CAPR 50-15, CAP Operational Training.

(f) CAP-USA Form 12, SAR Evaluation.

(g) CAPM 50-16, Cadet Program Manual.

(h) CAPR 55-1, CAP Operational Mission Procedures.

(5) Maintain a current copy of each of the above references as a part of your safety literature library (if available).

d. Awarding of Badge. Completion of the above requirements earns the master safety badge.